



# **Superior Court of California County of Sacramento**

*An Equal Opportunity Employer*

## **ANNOUNCES AN EMPLOYMENT OPPORTUNITY for ADMINISTRATIVE SERVICES OFFICER II (ANALYTICAL SERVICES)**

### **THE POSITION:**

The Superior Court of California, County of Sacramento is now accepting applications for Administrative Services Officer II. This Administrative Services Officer II provides administrative support for grants processing, including researching, writing and securing grants that support the Court's programs. This position also participates in program planning functions, including new program implementation and ongoing development/improvement of Court programs. This Administrative Services Officer II may also prepare routine and ad hoc statistical reports, track and review pending legislation, conduct complex analytical research projects and analyze Court policies and procedures. This position is located in the Analytical Services unit at the Gordon D. Schaber Sacramento County Courthouse.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

**SALARY:** **\$2,284.80 - \$2,776.80 biweekly**  
**\$4,969.00 – \$6,040.00 monthly**

**LAST DAY TO APPLY:** **Wednesday, June 28, 2006 at 5:00 p.m. (or until filled)**

### **ESSENTIAL DUTIES:**

Examples of duties performed by this Administrative Services Officer II include, but are not limited to:

- Researches and identifies regional, state and federal sources of funding.
- Gathers information to determine goals and objectives, scope, feasibility and funding needs for Court programs.
- Writes, plans and submits grant proposals and responses to Requests for Proposals for Court programs, including information about project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance and evaluation.
- Coordinates preparation, assembly and timely delivery of grant proposal documentation.
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review and approval; enters and monitors tracking data; coordinates requirements with funding agencies; submits proposal status information to staff and committees.
- Plans, organizes and conducts administrative studies, including improvement projects of court-wide significance or specific to a court department.
- Develops recommendations; implements and monitors changes.
- Reviews, analyzes and recommends management organizational policy and procedures for department operations.
- Participates in the development of new or revised programs, systems, procedures and methods of operations.

### **MINIMUM QUALIFICATIONS:**

### **Either I**

**Experience:** One (1) year of experience in Courts service in the class of Administrative Services Officer I.

### **Or II**

**Experience:** One (1) year of administrative experience at the full journey level or higher; such experience must be comparable to and at a level equivalent to the duties of Administrative Service Officer I, and must include duties in departmental budget preparation and control; research, development and implementation of policies, programs, organizations and work procedures; management of personnel; office management in such areas as equipment, supplies, personnel and contracts; and written and oral presentation.

### **Knowledge of:**

Basic principles and practices of public administration, organization and management; accounting; statistical methods; personnel; supervision; procedures and processes of Court budget preparation and maintenance; organizational and functional structure of the court; local, state and federal laws, regulations and procedures affecting the Court; methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures; legislative processes of the court, county, state and federal governments; practical application of computers and peripheral equipment; inventory control and space management; contract negotiation, preparation and monitoring; basic word processing techniques; English grammar, punctuation, spelling and usage.

### **Ability to:**

Perform duties independently under general, minimal supervision within specific assignments; perform budget analysis, preparation and monitoring; research, analyze and make recommendations on administrative, management and procedural practices; write logical, comprehensive, concise reports and correspondence; prepare effective presentations of conclusions and recommendations; establish and maintain effective and cooperative working relationships; acquire subject matter expertise in the functions and activities of the department or other assigned work unit, including applicable laws, rules, regulations, procedures and technical operations; use computer related peripheral equipment; prioritize work efficiently; prepare and analyze financial and statistical data; provide lead direction to subordinate administrative staff; supervise and provide work direction to clerical and technical personnel; effectively represent the department to other departments, agencies and the public.

### **DESIRABLE QUALIFICATIONS:**

- Experience identifying, researching, evaluating and tracking federal, state and local funding opportunities.
- Experience participating in program planning functions, including new program implementation and ongoing development/improvement of existing programs.
- Experience supporting and participating actively in strategic planning and related processes, including prioritizing programs that compete for grant funding.
- Experience developing and maintaining relationships with community partners, including government agencies, researchers and community members.
- Experience with program development and data analysis; understanding of strategic planning and budgeting processes.
- Experience in administering, managing, evaluating, or coordinating judicial branch programs or functions.
- Aptitude for exercising confidentiality, good judgment, diplomacy and tact.

## SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Wednesday, June 28, 2006** (*or until filled*). Applications received by the final filing date of June 28, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

## SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

**TO APPLY FOR TRANSFER:** Employees who are eligible to transfer into the Administrative Services Officer II position must submit a completed **court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Wednesday, June 28, 2006** (*or until filled*). Applications received by the final filing date of June 28, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

**Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.**

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

## ADMINISTRATIVE SERVICES OFFICER II SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates to interview.

Please include your name on each page of your response and limit your total response to no more than one (1) page per question.

1. Describe your experience researching, identifying, evaluating and tracking federal, state and local funding opportunities. Include in your response a description of your experience determining if funding opportunities coincided with the goals, objectives and funding needs of your organization or department.
  
2. Describe your experience writing and successfully securing appropriate grant funding that was used to support an organization's programs. Include in your response a description of your role in securing said funding (*i.e.*, Did you act as the project manager? Lead writer?).
  
3. Describe your experience supporting and participating actively in strategic planning for an organization or department, including prioritizing programs that competed for grant funding. In your response, describe your active participation in the development of new programs or the improvement of existing ones through your involvement with or facilitation of a program development committee or similar planning body (*e.g.* boards, advisory councils, government commissions, etc.)
  
4. Describe your experience developing and maintaining relationships with community partners, including government agencies, researchers and community members. Include in your response how these relationships helped you to meet organizational or departmental goals.

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

**Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

**Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½ ) holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

**Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

**Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

**Deferred Compensation:** The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

**Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.

**Computer Purchase Program:** Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.